



Computer Skills Assessment Framework

ICAS
International Competitions
and Assessments for Schools



UNSW Global
THE UNIVERSITY OF NEW SOUTH WALES
SYDNEY • AUSTRALIA

Paper	General Skills	Word Processing	Graphics and Multimedia	Internet and Email	Spreadsheets and Databases	Programming and Scripting
A&B (Years 3 + 4)	<p>AREAS:</p> <ul style="list-style-type: none"> - Common Hardware - Basic Software Concepts - Basic Terminology <p>Questions may require the student to:</p> <ul style="list-style-type: none"> • Identify component parts: cables, etc • Distinguish what is software/hardware • Understand menu bars; etc • Understand basic terminology: file; application • Understand purpose of back-up 	<p>AREAS:</p> <ul style="list-style-type: none"> - Basic Operations - Simple Formatting <p>Questions may require the student to:</p> <ul style="list-style-type: none"> • Create a new document: enter text; delete; save; save as • Use basic edit features: cut; copy; paste • Identify features: tool bar; icons; cursor • Apply basic formatting: font; font size; font style; colour; align text • Use dictionary; spell check • Operate print; print preview 	<p>AREAS:</p> <ul style="list-style-type: none"> - Basic Operations - Simple Presentations - Common Multimedia <p>Questions may require the student to:</p> <ul style="list-style-type: none"> • Manipulate graphics: resize; rotate; flip; order; colour • Understand function of drawing tools • Know about some components of multimedia • Recognise icons: audio; video • Create simple powerpoint/other slideshow 	<p>AREAS:</p> <ul style="list-style-type: none"> - Basic Web Concepts - Email Fundamentals <p>Questions may require the student to:</p> <ul style="list-style-type: none"> • Send/receive/reply to email • Understand how to navigate using a browser • Use bookmark/favourites • Understand simple search terms/conventions • Locate web address • Understand concept of hyperlink 	<p>AREAS:</p> <ul style="list-style-type: none"> - Basic Operations - Spreadsheet Fundamentals <p>Questions may require the student to:</p> <ul style="list-style-type: none"> • Recognise structure and purpose • Recognise the active cell • Interpret simple spreadsheets and data • Know how to enter data • Conduct a search in a simple database 	
C&D (Years 5 + 6)	<p>AREAS:</p> <ul style="list-style-type: none"> - Common Hardware - Software Concepts - Common Terminology <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> • Know basic network concepts • Recognise hardware peripherals • Understand basic file management conventions: naming; version control • Understand how to customise tools 	<p>AREAS:</p> <ul style="list-style-type: none"> - Common Operations - Formatting - Tables <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> • Use find and replace • Justify text • Import and paste images • Create and format simple tables • Organise toolbars • Use thesaurus 	<p>AREAS:</p> <ul style="list-style-type: none"> - Common Operations - Presentations with Effects - Common Multimedia <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> • Create more complex presentations, incorporating: animation; audio files; video; colour; time delay • Edit audio; video • Manipulate graphics: crop • Understand use of gradients; patterns; custom colours • Manipulate tools: size of paint brush 	<p>AREAS:</p> <ul style="list-style-type: none"> - Web Concepts - Internet Use - Email Fundamentals <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> • Know how to forward and cc emails • Know how to add attachments to email • Understand components of web addresses • Know how to search; assess search results; download • Understand basic conventions of web design 	<p>AREAS:</p> <ul style="list-style-type: none"> - Common Operations - Database Fundamentals <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> • Make simple calculations • Know how to insert/delete rows/columns; sort • Know how to format data: font; colour; number; text; etc • Understand that a change to one cell impacts on another • Know how to draw graphs and make charts • Know appropriate search terms for database searches • Distinguish between spreadsheets and databases 	
E&F (Years 7 + 8)	<p>AREAS:</p> <ul style="list-style-type: none"> - Hardware Components - Basic Operating Systems - Maintenance <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> • Understand operating systems performance indicators: disk space; alert boxes; warnings; viruses; memory; CPU • Know how to cable/unplug correctly • Understand use of flash drives; memory cards • Understand purpose and process for upgrade installation 	<p>AREAS:</p> <ul style="list-style-type: none"> - Advanced Operations - Formatting - Tables <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> • Create and format more complex tables • Use tabs; line spacing • Know how to create and use hyperlinks 	<p>AREAS:</p> <ul style="list-style-type: none"> - Advanced Operations - Presentations with Effects - Integrated Multimedia <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> • Insert links into presentations • Understand image capturing: digital cameras; screen shots • Know how to use CD; DVD; mp3 	<p>AREAS:</p> <ul style="list-style-type: none"> - Web Design - Internet Concepts - Advanced Email <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> • Know how to append signature to email • Recognise spam/security threats • Know how to append and send hyperlinks • Understand Internet structure: delays in sending/receiving; can't find page message; etc • Understand basic website creation • Recognise file formats 	<p>AREAS:</p> <ul style="list-style-type: none"> - Common Operations - Database Concepts <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> • Investigate formulas • Conduct complex sorts • Format dates; numbers • Apply filters • Recognise purpose of different views of databases 	
G&H (Years 9 + 10)	<p>AREAS:</p> <ul style="list-style-type: none"> - Hardware Components - Operating Systems - Maintenance <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> • Understand connectivity: Wireless; Bluetooth; broadband; dial up 	<p>AREAS:</p> <ul style="list-style-type: none"> - Advanced Operations - Advanced Formatting - Tables <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> • Understand purpose of outlines; style sheets • Know how to insert images into tables • Know how to animate text • Use track changes • Use insert references 	<p>AREAS:</p> <ul style="list-style-type: none"> - Advanced Operations - Advanced Presentations - Integrated Multimedia <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> • Recognise image file formats • Demonstrate aesthetic judgement in use of tools for image creation and manipulation 	<p>AREAS:</p> <ul style="list-style-type: none"> - Web Design - Internet Concepts - Advanced Email <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> • Know about purpose and creation of distribution lists • Understand bcc • Demonstrate awareness of ethical use of email and Internet • Understand basic file transfer 	<p>AREAS:</p> <ul style="list-style-type: none"> - Advanced Operations - Database Concepts <p>Questions may require the student to do all of the above and:</p> <ul style="list-style-type: none"> • Understand absolute/relative/circular references in spreadsheets • Create 'if statement' formulas • Create complex graphs/charts/tables • Know how to work across multiple spreadsheets • Understand mail merge 	<p>AREAS:</p> <ul style="list-style-type: none"> - Programming Principles - Programming Concepts <p>Questions may require the student to:</p> <ul style="list-style-type: none"> • Recognise and understand sequence; conditionals; loops • Understand variables; events • Understand simple algorithms



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